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1201 MAIN STREET, SUITE 1000
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

M E M O R A N D U M

TO: Agency Directors and Human Resources Directors of All Agencies,
Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: October 11, 2004

SUBJECT: 2005 Holiday Schedule

Listed below are dates on which legal holidays for South Carolina State employees will be observed in 2005.

As in the past, agencies with a seven-days-a-week operation should ensure that full-time employees who do not work the Monday through Friday workweek will receive the same number of holidays as those who work the Monday through Friday schedule.

New Year's Day	Monday, January 3 (Observed)
Martin Luther King, Jr. Day	Monday, January 17 (3 rd Monday in January)
George Washington's Birthday/ President's Day	Monday, February 21 (3 rd Monday in February)
Confederate Memorial Day	Tuesday, May 10
National Memorial Day	Monday, May 30 (Last Monday in May)
Independence Day	Monday, July 4
Labor Day	Monday, September 5 (First Monday in September)
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24 (4 th Thursday in November)
Day After Thanksgiving	Friday, November 25
Christmas Day	Monday, December 26 (Observed)
Day After Christmas	Tuesday, December 27 (Observed)

Holiday schedules of public colleges and universities, including technical colleges, shall not violate the holiday provisions above so long as the number of holidays provided for in Section 19-708.02 A. of the State Human Resources Regulations are not exceeded.

If you have any questions, please call your Human Resources Consultant at 737-0900.

SW:km

FAX
(803) 737-0968